

## STUDENT RECORDS

Academic transcripts and official letters are often required by employment agencies, funding bodies and prospective employers. These documents are processed by the Records staff in Student Administration.

**Academic transcripts** are the official record of your study at Lincoln University. These are available as hard copy or in digital format issued via the My eEquals platform.

These include:

- Your full legal name, date of birth and Lincoln Student ID number.
- All enrolled courses and grades achieved while at Lincoln University, including any failing grades and any courses that were withdrawn after the deadline to receive a refund.
- Any formally transferred credit from other institutions.
- Qualifications completed, conferred and the date of conferral.

Note: *free* digital copies of the academic transcript are issued at graduation. There is a fee payable for requests at any other time.

### Official letters

These are standard, official letters confirming:

- Eligibility to graduate, or degree conferment (**you cannot order both these at once**)
- Current enrolment status

### Ordering, Schedule of Fees and Delivery

Complete the form following and return to [records@lincoln.ac.nz](mailto:records@lincoln.ac.nz)

Place your order in plenty of time to avoid disappointment. Pre-ordering prior to results being released is advised. Please allow 2 – 3 working days for processing once the order has been received and payment receipted, or up to 10 days during peak periods. Non-standard letters may take longer.

Hard copy documents can be collected from the Student Administration office, or posted through standard delivery, free of charge. You must bring proof of ID to collect. If you ask another person to collect for you please provide them with a letter authorising the collection or make arrangements with staff in the records office.

You can order a tracked courier delivery (non signature) if preferred. Staff will confirm cost on an individual basis.

	Current student	Alumni Graduated after June 2018	Alumni Graduated between January 2015 and June 2018	Alumni Graduated before January 2015
Transcript	Digital copy \$30 Hardcopy \$35	Digital copy will be supplied free at graduation	Digital copy \$30 Hardcopy \$35	Hardcopy only Cost \$35
Official Letters	Digital copy \$30 Hardcopy \$35			Hardcopy only Cost \$35



**TRANSCRIPT / OFFICIAL LETTER: ORDER FORM**

Return this form to <a href="mailto:records@lincoln.ac.nz">records@lincoln.ac.nz</a>			
<b>Name</b>	Given Name _____ Family Name _____	<b>FOR OFFICE USE ONLY</b>	
<b>Student ID</b>		Collected/posted date	
<b>Date of Birth</b>	<i>dd/mm/yyyy</i>	Signature	
<b>Email</b> <i>(not lincolnuni)</i>		ID sighted	
<b>Phone</b>			
<b>TRANSCRIPT</b>	<input type="checkbox"/> Hardcopy \$35 <input type="checkbox"/> Digital copy (My eEquals) \$30		
<b>OFFICIAL LETTER</b>  <i>You cannot order both the eligible and conferred letters at once, please read the first page carefully</i>	<b>ELIGIBLE TO GRADUATE</b> <i>(a letter confirming you are eligible to graduate)</i>  <input type="checkbox"/> Hardcopy \$35 <input type="checkbox"/> Digital copy (My eEquals) \$30		
	<b>DEGREE CONFERRED</b> <i>(a letter confirming you have already graduated and have your parchment)</i>  Qualification COMPLETED and CONFERRED: _____  <input type="checkbox"/> Hardcopy \$35 <input type="checkbox"/> Digital copy (My eEquals) \$30		
	<b>ENROLMENT STATUS</b> <i>(a letter confirming current enrolment in a specified qualification)</i>  <input type="checkbox"/> \$35.00 Hardcopy		
<b>TOTAL TO PAY</b>	\$ _____	<b>Receipt:</b>	
<b>DELIVERY</b>	<b>Digital copy:</b> notification emails will be sent to the email address provided on this form when your document is available in the My eEquals portal.  <b>Hardcopy:</b> <input type="checkbox"/> to be collected <input type="checkbox"/> to be posted to delivery address below:  _____ _____ _____ _____  <b>Option:</b> you may make a payment for courier delivery if preferred – cost will be provided on request.		
<p><b>STOP! Check your order is correct before paying, if unsure contact us. Payment (NZD only):</b></p> <p><b>Internet Banking</b></p> <p>Account number: 123147- 0016000 - 00</p> <p>Please quote your student number as a reference and add your name in the reference field.</p> <p>Note: If overseas, please note the swift code number: ASB BNZ 2A</p> <p><b>In person payment</b></p> <p>You can make payment at the Cashier in Student Administration on the Lincoln campus.</p>			

